

Facility Rentals

FACILITY RENTAL POLICIES

- ◆ **Payment of facility rentals are due at the time of reservation (no exceptions).** Payment can be made by check (payable to City of Louisville), credit card, or cash.
- ◆ There is a \$10 cancellation fee for cancelled and rescheduled rentals. Cancellations made less than 14 days prior to the event date will result in a forfeiture of the entire rental fee.
- ◆ For events over 100 people or any rental which will be providing alcohol (4 hour limit maximum), a credit card number will be required at the time of reservation. If there are any damages or if the rented area is not cleaned up, the credit card provided will be charged \$100. For events less than 100 people not providing alcohol, \$50 will be charged to the credit card provided if the rented area is not cleaned up.
- ◆ Food is allowed in all the rental rooms except the gym (no food or beverages other than water is allowed).
- ◆ Tables and chairs are provided at no additional cost. There are 12 round tables (not including 6 tables that are always set up in the Brooks Room); 24 rectangular tables & 9 square tables. The table sizes are: round (60"); rectangular (30"x72"); square (37")
- ◆ Rental groups have 1/2 hour setup and 1/2 hour cleanup at no additional cost with the exception of the gym (no setup/cleanup time is provided). If more time is needed for your setup and cleanup, it will be added to your rental fee. If you exceed your total time (rental and setup/cleanup), you will be charged for the additional time.
- ◆ **Setup and cleanup is to be done by the group or individual renting the facility.** Rental groups are required to set up and put away all tables and chairs used for their event. The tables and chairs need to be put back in the closet according to the pictures posted on the closet door. All tables should be wiped clean, floor spills cleaned, trash placed in the proper receptacles, decorations taken down and all personal items removed. If you anticipate a large amount of trash, please bring your own trash bags, tie them securely and leave them next to the trash receptacles.

For more information please contact Peggy Jones
303.335.4920 • peggyj@louisvilleco.gov

